

ACT Standard Time – Frequently Asked Questions

	Topic Category	Question	Answer
	<p>General Information -- ACT posts PDF copies of <i>Supervisor's Manual State Testing</i>, <i>Taking the ACT</i>, and Profile forms for Test Supervisors, Back-up Test Supervisors, and Test Accommodations Coordinators at http://www.act.org/aap/statetesting.html</p> <p>These are available in addition to hard copies testing staff will receive in training materials. Generally these are posted by October 1st each year.</p>		
1.	Barcode Label	If a label is placed on an answer folder for a student but the student does not test, what do we do with the answer folder?	Your actions will depend on whether the tests were taken on the Initial Test Date or the Makeup Test Date. Please refer to the Scheduling Makeup Testing section of the <i>Supervisor's Manual</i> and your state's Answer Folder Supplement for further instructions.
2.	Barcode Label	What should I do if I am missing a barcode label for a student?	<p>First – ensure that the student is eligible to test. Questions regarding eligibility should be directed to your state's Department of Education.</p> <p>Michigan Schools – print a barcode label using the OEAA Secure Site which supports local barcode printing.</p> <p>All other states: -- if an Answer Folder Supplement is being used in your state – see the instructions on the supplement regarding steps required to grid data on the answer folder if a barcode is not applied.</p> <p>For states that are not using an Answer Folder Supplement – you will need to follow instructions provided to you during training which include the gridding of Block U of the answer folder with the state-assigned ID.</p> <p>Note: Not all states use barcode labels.</p>
3.	Pre-test Session	Can staff complete the non-test information to save students time?	No. The basic student information, course/grade information, ACT Interest Inventory, and Student Profile Section are to be personally completed on the answer folder by all students, including those scheduled to test with accommodations. School staff may not complete these sections. Please refer to the <u>Completing the Non-Test Portions</u> section of the <i>Supervisor's Manual</i> for further instructions.
4.	Pre-test Session	If a student is absent during the pre-test session, can they complete the pre-test information after testing?	<p>No. If students have not completed the pre-test session before the Initial Test Date they are not permitted to test and should be scheduled for the Makeup Test Date. Please refer to the <u>Makeup Sessions for Absent Students</u> section of the <i>Supervisor's Manual</i> for instructions.</p> <p>Note: Non-test portions of the answer folder may NOT be completed on test day – not before and not after the tests. IF students are allowed to complete any of the non-test portions on test day, or are allowed to handle answer folders after testing, the answer folder will NOT be scored.</p>

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5.	Pre-test Session	Our school is on spring break the week we are scheduled to receive our non-secure shipment. Will you deliver the shipment a week early?	No. You must make arrangements to have someone available at the school to receive and check the quantity of materials. You may contact ACT the week of scheduled delivery for a tracking number to better assess when the materials will arrive at your school. All staff assisting with materials must be identified on the Testing Staff List.
6.	Pre-test Session	If a student has previously taken the ACT and has completed the Student Profile and Interest Inventory, does the student need to complete these sections again?	Yes. Information from prior ACT testing will not carry forward for State Testing. Completing this portion of the answer folder is optional; however, it is an integral part of the score report that is sent to colleges. Please refer to the <u>ACT Interest Inventory and Student Profile Section</u> of the <i>Supervisor's Manual</i> . ACT encourages all students to complete the pre-test sections of the answer folder.
7.	Pre-test Session	Do students have to include their Social Security number on the answer folder?	No. Students are not required to include their Social Security number on the answer folder. If a Social Security number is not provided, ACT will assign an ACT ID and that number will appear on score reports. Please refer to the <u>Social Security Number</u> section in the <i>Taking the ACT State Testing</i> for more information.
8.	Pre-test Session	May the school provide the student a copy of his/her transcript to assist in completing the High School Course/Grade information on the answer folder?	Yes. If the high school would like to provide the grade information or copies of the student's transcript for reference during the pre-test session, they may do so.
9.	Pre-test Session	How long is the pre-test session?	The pre-test session for completing the non-test portion of the answer folder should take approximately one hour. Please refer to the <u>Completing the Non-Test Portions</u> section of the <i>Supervisor's Manual</i> for more information.
10.	Off-Site	What are procedures for testing off-site? Can any school test off-site?	ACT expects nearly all high schools will be able to make arrangements to administer the ACT in school, however, we understand that some exceptional circumstances may make this impossible. If your school cannot meet ACT's Standard Testing Requirements, you must identify a suitable off-site location. Off-site proposal forms are available on your state's website and must be completed and submitted to ACT for approval. Refer to your Checklist of Dates for the application deadline.
11.	Off-Site	If we were approved last year for an off-site administration of the ACT and the site will be the same this year, do we need to submit another proposal this year?	Yes. ACT requires you to reevaluate your testing facility each year to determine if it still meets the Standard Testing Requirements. You must complete an off-site proposal each year to ensure this information is up-to-date.

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12.	Rosters	Will we get rosters as we do for the National ACT Saturday testing dates?	ACT does not provide rosters for State Testing; the school decides which students are eligible to test and is responsible for producing rosters for the standard time room(s). Please refer to the <u>Roster</u> section of the <i>Supervisor's Manual</i> for more information.
13.	Materials	How, when, and to whom will the test materials be sent to my school?	Test materials are sent in two separate shipments to the Test Supervisor. The first shipment of test materials will include the non-secure materials such as your <i>Supervisor's Manuals</i> , Answer Folders, barcode labels (if applicable) and <i>Taking the ACT</i> . The second shipment will contain standard time secure test materials including test booklets, envelopes and plastic polymailer bags for returning your answer folders. Your shipments will arrive by FedEx. All materials must be checked in within 24 hours of receipt. Please refer to your state's Checklist of Dates for the timeframe for which to expect each shipment. Also, please refer to the section of the <i>Supervisors Manual</i> labeled <u>Security of Test Materials</u> for more information.
14.	Materials	All of our school's shipments are sent to our district office first and then distributed to the proper location. Are there any special arrangements we need to make with ACT?	ACT will ship materials directly to the Test Supervisor's shipping address you provide. The Test Supervisor assumes responsibility for the security of the materials as soon as they are delivered to the shipping address. Within 24 hours of receipt, the Test Supervisor must check the materials thoroughly to ensure that all items listed on the Materials List have been received. The materials must then be kept in a locked secure location with limited access upon receipt. Because the Test Supervisor is responsible for the security of the materials at all times, the Test Supervisor must work with the district office to be sure proper procedures are followed when the materials are received. The Test Supervisor must understand that s/he assumes responsibility for the test materials from the time they are delivered by the carrier until the time the carrier picks them up after testing.
15.	Materials	How does ACT determine the number of test materials to ship to the schools? What should I do if I need additional materials?	<p>The quantity of test materials shipped for the Initial Test Date is based on the grade 11 (and grade 12 where applicable) enrollment for your school (plus an appropriate overage) provided by the principal during the establishment/renewal process, and updated by the Test Supervisor through the enrollment confirmation process in January for March test dates or mid-February for April test dates..</p> <p>Note: In Michigan enrollments are based on data provided by the state directly to ACT.</p> <p>You must check your materials as soon as they arrive at your school to ensure you have enough to test all your students. If you discover you need additional materials, contact ACT at 1/800-553-6244 extension 2800. Do NOT wait until the day before or the day of the test.</p>

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16.	Materials	Are schools allowed to do a practice test prior to actual ACT test day?	<p>Yes. Schools may do a practice test using ACT prep materials. However, the answer folders received in your shipment of test materials must not be used for a practice session. For information regarding ACT test preparation materials, please visit ACT's website at http://actstudent.org/testprep/index.html</p> <p>Note: Some states have rules regarding the scheduling of “test prep” activities. Consult your individual state’s Department of Education for more information.</p>
17.	Materials	How do I order materials for the Makeup Test Date?	<p>The quantity of standard time test materials for makeup testing is collected using ACT's <i>Online Services for State Testing</i> website for all states but Michigan. Consult your Test Administration Training Workshop PowerPoint and materials for details on ordering makeup materials.</p> <p>Note: For Michigan, data is provided by the state.</p>
18.	Materials	What if materials do not arrive by the make-up test date?	Consult your state’s Checklist of Dates for scheduled delivery. If your Makeup materials do not arrive by the date specified, please contact ACT Test Administration at 1/800-553-6244 extension 2800 immediately to ensure there are no issues with delivery.
19.	Materials	How do I return all of the materials to ACT?	ACT will schedule two separate pickups; one for initial testing and one for makeup testing. Refer to your state’s Checklist of Dates for the exact date of the scheduled pickups. You must ensure that your materials are packed correctly and picked up. Refer to your <i>Supervisor's Manual</i> for specific instructions.
20.	Materials	Who do I contact if my materials are not picked up?	If it is past 5 p.m. on the scheduled day of pickup and FedEx has not arrived to pick up your materials, please contact ACT Test Administration at 1/800-553-6244 extension 2800 to reschedule a secure carrier pickup. Return your materials to secure storage until the rescheduled pickup date. Please be advised, FedEx can arrive to pick up your materials anytime between 8 a.m. and 5 p.m. You must ensure you have someone available at the school through this timeframe to allow the delivery driver access to the materials.
21.	Test Administration - Staffing	What are the restrictions for serving as a Test Supervisor, Back-up Test Supervisor, or Test Accommodations Coordinator if that person has a relative taking the ACT through the statewide or districtwide administration?	<p>The Test Supervisor and the Back-up Test Supervisor must not be related to or guardian of any student participating in State Testing with standard time anywhere in your state on either the Initial or Makeup Test Date this year.</p> <p>The Test Accommodations Coordinator must not be related to or guardian of any student participating in State Testing with accommodations anywhere in your state during the two-week testing window for accommodations this year.</p> <p>(Relatives or wards include children, stepchildren, grandchildren, nieces, nephews, siblings, in-laws, spouses, and persons under your guardianship.)</p>

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22.	Test Administration - Staffing	What are the restrictions for serving as a Room Supervisor or Proctor if that person has a relative taking the ACT through the statewide administration?	If a student is testing at a school where a relative or guardian is serving as a Room Supervisor or Proctor, that student must not be assigned to test in a room where his or her relative or guardian is working. The relative or guardian must not have access to that student's answer folder or test materials. Please refer to the <u>Relatives Testing</u> section of the <i>Supervisor's Manual</i> or the document titled <u>Summary of Test Administration Policies for the ACT – State and District Choice State Testing</u> , which can be found in your establishment materials or on your State Testing website.
23.	Test Administration - Staffing	Our testing staff will change this year. How do we relay that information to ACT?	If you are appointing a new Test Supervisor or Back-up Test Supervisor at the beginning of the school year this information should be provided to ACT during the establishment process. If you need to change testing staff mid-year, you must complete and submit the Test Supervisor or Back-up Supervisors Profile form located in the back of the <i>Supervisor's Manual</i> or available as a PDF at http://www.act.org/aap/statetesting.html . Newly appointed staff must meet the qualifications detailed in the <u>Qualifications and Responsibilities for the Test Supervisor, Back-up Test Supervisor and Test Accommodations Coordinator</u> document which was sent with the establishment packet.
24.	Test Administration - Staffing	Specifically, what are the rules regarding coaches participating as part of the testing staff?	For Accommodated Testing – may not serve as the Test Accommodations Coordinator if any students testing with accommodations are athletes. For Standard Time and Accommodations testing – may not serve as a Room Supervisor in any one-on-one situation where student athletes are testing.
25.	Test Administration - Staffing	If a Proctor gives a Room Supervisor a break, must it be between tests?	ACT prefers that a Room Supervisor be present during all timed tests but we realize that a situation may arise which causes a Room Supervisor to need a break. As the Room Supervisor is ultimately responsible for the administration of the test for their assigned room, breaks need to be scheduled carefully to ensure the Room Supervisor is back in the room to read the five minutes remaining notice, to stop the test section, and to read the verbal instructions for the next section.
26.	Test Administration - Staffing	What are the ACT room staffing requirements?	ACT requires one Room Supervisor for each room, plus one Proctor for every 25 students in the room after the first 25 (i.e., 26-50=1; 51-75=2). Please remember these are the <u>minimum</u> requirements. You may always have additional staff to ensure that all test administration duties are performed efficiently and securely. Make sure to report all staff that assisted in the test administration on the State Testing Staff List form returned to ACT upon completion of testing. Refer to the <u>Selecting Testing Staff</u> section of the <i>Supervisor's Manual</i> for more information.

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27.	Test Administration - Staffing	May we rotate our Room Supervisor or Proctors throughout the test?	Room Supervisors are required to serve for the entire test session in the room to which they are assigned. If for some reason a Room Supervisor is unable to serve the entire test session, ACT prefers that the change take place at an assigned break to minimize distraction. Also, the change must be recorded on the State Testing Staff List and an Irregularity Report will need to be completed. If Proctors need to be replaced, it's recommended that it be done at an assigned break. Please refer to the <u>Proctor, Roving Proctor, and Rotating Proctor and Room Supervisors</u> sections of the <i>Supervisor's Manual</i> for more information.
28.	Test Administration - Timing	What timepieces does ACT require to be in the testing room?	ACT requires two reliable timepieces in the room: one must be an accurate clock or watch that shows the actual time of day; the second may be a stopwatch, interval timer or another clock/watch. Please refer to the <u>Timepieces and Timing the Tests</u> sections of the <i>Supervisor's Manual</i> for more information. Cell phones may <u>not</u> be used.
29.	Test Administration - Timing	What should I do if a student is late returning from the 15 minute break?	Students who return late from break may be readmitted, but may not make up lost time. Do not hold up testing to wait for late students. Document the situation on an Irregularity Report and return the Irregularity Report to ACT after testing is complete. Please refer to the <u>Break After Test 2 and Examinees Who Leave During a Test and Return</u> sections of the <i>Supervisor's Manual</i> for more information.
30.	Test Administration - Timing	If a student does not return to the test room from a break, what do I do?	Please refer to the <u>Examinees Who Leave Early, Scheduling Makeup Testing and Individual Irregularities</u> sections of the <i>Supervisor's Manual</i> for more information. If a student insists on leaving early, collect and secure the answer folder and test booklet. Document everything on an Irregularity Report. After testing, decide whether the student will be scheduled for makeup testing.
31.	Test Administration - Timing	If testing in multiple rooms, do we wait until all rooms are finished with a test section before going to the next test section or releasing students for break?	No. Each Room Supervisor is responsible for timing the tests in his or her own room. Reading the verbal instructions or timing the tests is not to be controlled from a central location for multiple rooms (for example using bells, a PA system, or loudspeaker). You should not expect each room to follow a preset schedule. Please refer to the <u>Test Day Schedule and Timing the Test</u> sections of the <i>Supervisor's Manual</i> for more information.
32.	Test Administration - Timing	Our school does not start until 9:30 a.m. Can we have a waiver allowing us to start ACT at 9:30 a.m.?	No. ACT does not issue waivers for late starts. Testing must begin no later than 9:00 a.m. in all rooms. Note: Starting the verbal instructions after 9:00 a.m. may result in the cancellation of scores. Please refer to the <u>Test Day Schedule and Test Room Starting Time</u> sections of the <i>Supervisor's Manual</i> for more information.

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33.	Test Administration - Timing	I know we cannot start testing after 9:00 a.m. but can we start earlier?	Yes. Administration of the ACT must be the first activity of the morning and begin no later than 9:00 a.m. You may begin testing earlier than 9:00 a.m. if all students have been identified and seated. Please refer to the <u>Test Room Starting Time</u> section of the <i>Supervisor's Manual</i> for more information.
34.	Test Administration – Timing	What do you do if you discover you have mistimed a test?	If more than the required time is given or the mistiming is discovered after the students have been dismissed, contact ACT Test Administration immediately at 1/800-553-6244 extension 2800. If less than the required time is given on a test, allow students to make up the shortage for that test before dismissal. Document each of these incidents and the resolution on an Irregularity Report. Please refer to the <u>Mistiming</u> section of the <i>Supervisor's Manual</i> for more information.
35.	Test Administration – Timing	If all students in a room have finished a test section before the time allotted can we move on to the next test section?	No. All students must be afforded the full time for each test section. If students finish before time is called they may review their answers for that test section. They may NOT go back to previous test sections or work on future test sections. If they have finished reviewing their work they should place their answer folder inside the test booklet on the last page of the test section and close the test booklet until time is called. Please refer to the <u>Sequence of Tests</u> and <u>Timing the Tests</u> sections of the <i>Supervisor's Manual</i> for more information.
36.	Test Administration - General	What if a student mistakenly answered in a future section of the answer folder?	As soon as this error in marking is detected, give the student a new, blank answer folder and have the student resume testing by marking answers in the correct section of the new answer folder. Please refer to the <u>Marking Responses in a Future Section of Answer Folder</u> section of the <i>Supervisor's Manual</i> for more information.
37.	Test Administration - General	Are we allowed to have more than 100 students in one test room?	ACT prefers smaller single-level classrooms, seating 25 to 30 students and recommends no more than 100 students test in one room. Please refer to the <u>Type and Size of Rooms</u> section in the <i>Supervisor's Manual</i> for more information. To ensure you have adequate staffing, refer to the <u>Proctor</u> section of the <i>Supervisor's Manual</i> . For further guidance, contact ACT Test Administration at 1/800-553-6244 extension 2800.
38.	Test Administration - General	Are cell phones allowed in the testing rooms?	No. Students are not allowed to have cell phones in testing rooms or at anytime during testing or during breaks. Please refer to the <u>Prohibited Behavior</u> section in the <i>Supervisor's Manual</i> for more information. You can also find information in <i>Taking the ACT State Testing</i> in the <u>Prohibited Behavior at the Test Site</u> section. Note: ACT recommends that you take advantage of the opportunity during the pre-test session to warn students that if they bring cell phones, media players, or any electronic device (other than an approved calculator) into the test room or using one during break they will be dismissed and their answer folder will not be scored.

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39.	Test Administration - General	What do we do if we find a student in possession of a cell phone, if his/her cell phone rings during the testing or a student is texting?	<p>This is prohibited behavior and you must dismiss the student from testing and void his/her answer folder. Please refer to the <u>Dismissal for Prohibited Behavior</u> and <u>Voiding Answer Folders</u> sections of the <i>Supervisor's Manual</i> for more information.</p> <p>Note: Students dismissed for prohibited behavior may not be scheduled for Makeup testing.</p>
40.	Test Administration - General	Can students have/use MP3 players, iPods, headphones, etc. to listen to after they have finished testing?	<p>No. Other than a permitted calculator, students are not allowed to have any electronic device in the test room or use one during the break. If a student is in possession of an electronic device (other than an approved calculator) dismiss the student from testing and void his/her answer folder. Please refer to the <u>Dismissal for Prohibited Behavior</u> and <u>Voiding Answer Folders</u>, section of the <i>Supervisor's Manual</i> for more information.</p> <p>Note: Students dismissed for prohibited behavior may not be scheduled for Makeup testing.</p>
41.	Test Administration - General	Our state has multiple days of testing, if a student is dismissed for prohibited behavior from the ACT test day can the student still test on the state's remaining test days?	<p>Consult your training PowerPoint and workshop materials for details.</p> <p>Illinois – if a student is dismissed on the ACT test day they must still be scheduled to test on Day 2.</p> <p>Michigan – if a student is dismissed on the ACT test day, the student is not permitted to complete any additional testing including the Makeup.</p>
42.	Test Administration - General	How do we accommodate a student's request to use the restroom?	<p>Students may be dismissed, one at a time, to use the restroom. Collect test booklets and answer folders from students that go to the restroom and return their materials when they return.</p> <p>Note: Any testing time lost while using the restroom cannot be made up. Please refer to the <u>Examinees Who Leave During a Test and Return</u> section in the <i>Supervisor's Manual</i> for more information.</p>
43.	Test Administration - General	Can we schedule the students for lunch during the 15 minute break?	<p>No. The break between the end of Test 2 and the beginning of Test 3 is to be no longer than 15 minutes. The break may not include lunch. If it does, scores for all students may be cancelled. If school regulations permit, students may eat or drink outside the testing room during break. Please refer to the <u>Break After Test 2</u> section in the <i>Supervisor's Manual</i> for more information.</p>
44.	Test Administration - General	Who determines if a student is an 11 th grader and eligible to test?	<p>States/Schools have established policies on what constitutes a grade 11 student. If you have questions on a student's eligibility to test you should contact your State Department of Education. ACT does not determine eligibility to test.</p>

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45.	Student Illness	If a student becomes ill and does not want their current answer folder scored, what do we do?	Your actions will depend on whether the test was taken on the Initial Test Date or the Makeup Test Date. If the illness occurred on the initial test, you will first need to determine if the student will be scheduled for the Makeup Test Date. If so, please follow the procedures in the <u>Examinees Who Became Ill, Scheduling Makeup Testing</u> and <u>Voiding Answer Folders</u> sections of the <i>Supervisor's Manual</i> . If the illness occurred on the Makeup Test Date, describe the situation on the Irregularity Report and mark the answer folder Void. Please refer to <u>Examinees Who Became Ill, Scheduling Makeup Testing</u> and <u>Voiding Answer Folders</u> sections in the <i>Supervisor's Manual</i> for more information.
46.	Make-Up	If a student is dismissed for prohibited behavior should they take the Makeup test?	No. Students dismissed for prohibited behavior must not be scheduled for Makeup testing. Please refer to the <u>Dismissal for Prohibited Behavior</u> section of the <i>Supervisor's Manual</i> for more information.
47.	Make-Up	What if a student is absent on both initial and Makeup Test Dates?	If a student is absent on both dates, they will not be able to participate in the statewide administration. <i>For Colorado and Illinois only</i> - Please refer to your state's Answer Folder Supplement, which can be found in your workshop packet and with your non-secure materials, for instructions on how to return answer folders for students who are enrolled but do not test.
48.	Reporting	Do students receive ACT scores at home or school?	Students will be sent an ACT Student Report to the home address they gridded on their answer folder. Please refer to the <u>Reporting Schedule</u> section of <i>Taking the ACT State Testing</i> for more information.
49.	Reporting	How will individual ACT score reports be reported? When will we receive these reports?	Please refer to your training Powerpoint for more details, which can be found in your workshop packet. Standard ACT High School Reports are sent from ACT approximately 3 to 8 weeks after testing to Directors of Counseling.
50.	Reporting	Will students be able to check their scores online?	Yes. Students have the option to view their scores online at www.actstudent.org . Student may access online scores after they receive their score report from ACT in the mail. Note: Information on the paper score report will be needed to access the online information. Please refer to the <u>Scores on the Web</u> section of <i>Taking the ACT State Testing</i> for more information.
51.	Reporting	Is there a cost if a student requests to report scores to colleges?	Students that take the state ACT have the option of sending scores to four colleges or scholarship agencies at no charge by entering the correct code(s) on his/her answer folder during the pre-test session. These codes cannot be changed or deleted once the answer folder has been returned to ACT. Additional Score Reports (ASR's) are available later for a fee. Please refer to the section of <i>Taking the ACT State Testing</i> labeled <u>ASR Services Available</u> for more information.

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52.	Reporting	Who accepts State Testing scores?	<p>ACT scores from State Testing are accepted at colleges as are ACT tests taken on a National Test Date, or other approved test condition.</p> <p>The NCAA also accepts ACT scores from State Testing for purposes of Initial-Eligibility determination.</p>